



Lawrence Aquahawks Swimming

Annual Packet Policies

Communication & Conflict Resolution

Communication between parents, coaches, and the swimmer is of the utmost importance to having a successful swimming and team experience. We offer these guidelines and suggestions for optimal communication. If you have any concerns or questions, please do not hesitate to contact a coach or board member.

The best way to communicate with your child's coach is to schedule a meeting or meet with them before or after practice. Coaches are asked to arrive 15 minutes early and leave 15 minutes after practices in order to make time for swimmer and parent questions. Unless a coach has a prior engagement, they usually have time after practice to answer questions or provide information.

Please keep in mind that the coaches have the best interests of your child at heart. Also, keep in mind that the coach must balance your perspective of what is the best for your child with the needs of the team or a practice group.

Communication is also the best way to reduce conflicts within any club. Aquahawk families should follow the procedures below regarding problems, questions, or complaints:

- If a parent has a concern about their swimmer, they should speak with the coach outside of practice time.
- If there is a conflict between a parent and the coach, the parent should air their concern with the head coach.
- If still dissatisfied, the parent should air their concern with the Vice President-Liaison on the Board of Directors, who will make every effort to resolve the situation. At his/her discretion, the VP-Liaison may suggest bringing the situation to the attention of the full Board of Directors.
- If the issue has not been resolved to the satisfaction of the member, any member can ask the President of the Board of Directors to place the issue on the agenda of the next regularly scheduled Board of Directors meeting.

If a fellow team member approaches you with complaints about a coach's performance or policies, encourage the member to speak directly to the coach and follow the conflict resolution guidelines listed above.

Code of Conduct

I. The following provisions pertain to local swim meets, team travel meets, meetings, practices, and other social activities where swimmers represent the Lawrence Aquahawks.

- A. Swimmers and family members shall exhibit good sportsmanship, in and out of the pool.
- B. Swimmers and family members shall follow rules during practices, meets, and team events.
- C. While attending meets, swimmers shall abide by the curfews and instructions given to them by coaches, officials, and chaperones.
- D. Swimmers and family members shall show respect for all property.
- E. Swimmers and family members shall behave in a responsible manner and are prohibited from possession or use alcohol, tobacco, illegal drugs, or banned substances.
- F. Swimmers and family members shall not use cell phones or cameras in the locker room or behind the starting blocks.
- G. Swimmers and family members shall abide by the USA Swimming bullying policy as written below:

“Bullying is prohibited. For these purposes, the term “bullying” shall mean, regardless of when or where it may occur, the serene or repeated use by one or more USA Swimming members (“Members”) of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other Member or damage to the other Member’s property; (ii) placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other Member at any USA Swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) materially and substantially disrupting the training process of the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC”.

II. Failure to comply with this Code of Conduct will result in any or all of the following disciplinary actions.

- A. A swimmer may not be allowed to participate in practice, meets, social activities, or meeting.

- B. A swimmer may be sent home immediately from a meet or training trip at the expense of the swimmer and/or their family.
 - C. A swimmer and/or their family will be responsible for any damage caused by the swimmer.
 - D. A swimmer may be suspended from membership in USA Swimming
 - E. A swimmer may be suspended from Lawrence Aquahawks Swimming.
- III. The Board of Directors is responsible for reviewing a written summary of alleged violations of the Code of Conduct, as well as any disciplinary actions that have been and/or may be taken.

Electric Communication & Social Media Policy **Required by USA Swimming**

Purpose

The Lawrence Aquahawks recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the team acknowledges the value of these methods of communication, the team also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

General Content

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drug or alcohol use
- Sexually oriented conversation, sexually explicit language, sexual activity
- Inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible, and professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

Facebook, Blogs, & Similar Sites - Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the team join their personal page as a “friend”. A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. The team has an official Facebook page that athletes and their parents can “friend” for information and updates on team related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

Twitter - Best Practice: The team has an official Twitter page that coaches, athletes, and parents can follow for information and updates on team related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Texting - Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours of 5am until 10pm. Texting only shall be used for the purpose of communicating information directly related to team activities. Athletes and coaches may use email to communicate between the hours of 5am and 10pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

Aquahawks Social Media - The Lawrence Aquahawks have official Facebook, Twitter, and Instagram pages that athletes and their parents can “friend” for information and updates on team related matters.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS - The parents of guardians of an athlete may request in writing that coaches, through any form of electronic communication, not contact their child.

Video/Photo Release - Parents/Guardians will be asked to sign a waiver regarding the use of images of their swimmer, captured during USA Swimming events through video, photo and digital camera, to be used solely for the purposed of Lawrence Aquahawks Swimming promotional material and publications, and waive any rights of compensation or ownership thereto.

Volunteer Policy

The Lawrence Aquahawks are a parent-run team. To host meets and perform other organizational and administrative tasks, we need a strong program of parent volunteers. Without hosting swim meets - and the work that is involved - your monthly dues would be significantly higher and programs and opportunities for our swimmers would be limited. In addition, we would not be

able to host meets and would have to travel more to other cities to provide the swimmers with an opportunity to compete.

A very big thank you to the army of volunteers that it takes to run an amazing swim club of the Aquahawk caliber. This is our team and we are AQUAHAWK PROUD!!!

Most successful swim clubs have instituted a service hours program to meet four objectives:

- 1) **To Benefit Swimmers:** Competition allows swimmers to have opportunities to race and test the skills they work so hard to achieve. Sponsoring our own meets gives the added benefit of a familiar environment without the added time and expense of traveling.
- 2) **To Allow the Team to Prosper:** The dollars raised from the meets we host far exceed any other fundraising. This enables the team to keep dues at a reasonable cost while providing staff, facilities, and equipment required to maintain a premier swim team.
- 3) **To Get More Families Involved:** Our meets require an average of 45 workers per session. The volunteer program involves all families so we can continue to host well-run, well-attended, and successful meets. It is also a great place for new families to get to know other parents. “Families that play together, stay together!!”
- 4) **To Promote and Actively Support Competitive Swimming in our Community**

Fundraising

USA SWIM-A-THON

The USA Swimming’s Swim-a-thon is a fun annual event, typically held in the fall. **USA Swimming, our national organization, requires each swimmer to participate whether or not they swim laps at the swim-a-thon.** Five percent of all funds raised are remitted to USA Swimming. Swim-a-thon funds help the team purchase equipment, pay for continuing education for the coaching staff, and meet many other expenses. If a family has three or more swimmers, they will only be required to raise an amount equal to the total of two of the swimmers in the highest group(s). The Aquahawks require a specific amount for our club per swimmer by group as follows:

Bronze - \$100

Silver, Gold, Platinum - \$200

Senior, Pre-National, National - \$200

These are the amounts required for fundraising, any shortfall will be billed to your account or you can donate the difference and it is a tax deduction.

Spring Fundraising

Each Silver, Gold, Platinum, Senior, Pre-National, & National swimmer is required to raise a minimum of **\$300.00** no later than April by selling different levels of advertising to businesses,

family members, and friends. In addition, each Bronze swimmer is required to raise a minimum of **\$100.00** no later than April by selling to different levels of advertising, also. If you are not interested in participating, you may opt to pay higher monthly dues (see dues schedule). If you have two or more swimmers, you are only required to raising a minimum of **\$450.00**. If you decide to participate in the fundraising, but do not raise the entire amount required, any shortfall will be billed to your account. This is the primary fundraiser for our team; it generates funds that help sustain the club and keep monthly dues as low as possible.

Please do not contact businesses other than those assigned to you without communicating with the fundraising chair, as they may have already been assigned to another family.

Families whom leave in the middle of the year will then be charged at the opt-out rate for the remaining time until the next Spring Fundraiser.